

## DLA Public Affairs (Video Team) Actors and Voice Over Talent for Multiple DLA Video Productions Statement of Work

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### 1. **BACKGROUND**

- 1.1. The DLA Public Affairs Office produces videos for the Department of Defense and other Federal Agencies. DLA has a requirement to produce professional quality videos, requiring actors and off-camera narrators.
- 1.2. All DLA videos are produced as Non-Broadcast, government videos. DLA videos are shown to Department of Defense personnel, DLA customers, and visitors via social media platforms and through official briefings.

### 2. **SCOPE OF WORK**

- 2.1. Contract period of performance shall be one (1), 12 month period with four, 12 month option periods. The contract requires:
  - 2.1.1. Four (4) On Camera Narrators—for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is 4 (Four) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
  - 2.1.2. Nine (9) On Camera principals-- for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is 4 (Four) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
  - 2.1.3. Ten (10) Voiceover Narrators to record voiceovers for DLA video productions. Narrator to record voiceover in their own studio or at an audio production facility in the Washington, DC area. Audio production facility will be coordinated by DLA producer. If narration record takes place at narrator's facility DLA producer will listen to the session over the telephone; and attend session if it is held at a facility.
  - 2.1.4. Three (3) four hour casting sessions, contractor provides audition venue-- Arrange casting call to be held at contractor provided space. Audition space must be within a 35 miles radius of DLA HQC, Ft. Belvoir, VA. A DLA producer will attend the casting call.
  - 2.1.5. Five (5) one-hour Voiceover retake sessions. If narration record takes place at narrator's facility, DLA producer will listen to the session over the telephone. If session is held at audio facility DLA producer will attend in person.
  - 2.1.6. Ten (10) Background actors in lieu of On Camera Principals--for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is Four (4) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 2.2. Contractor shall provide online access to actor and narrator demo reels.
- 2.2. All actors must be within the Metropolitan Washington D.C. commuting region. No travel expenses will be paid. No per diem expenses will be paid.

- 2.3. All videos shall be filmed at DLA HQC or at a location within the Metropolitan Washington D.C. commuting region
- 2.4. Audition Venue shall be within a 35 mile radius of DLA HQC, Ft. Belvoir.

**3. CANCELLATIONS:**

- 3.1. DLA will provide 48 hour notice if a video shoot is cancelled.
- 3.2. In the event that an actor or Voiceover artist cancels or “no-shows” the casting company must provide a replacement within two hours.

**4. GOVERNMENT-FURNISHED MATERIALS:**

- 4.1. Government will supply shoot locations and props.

**5. WORKMANSHIP:**

- 5.1. The work will be executed in a careful and professional manner and in compliance with all copyright laws and regulations.
- 5.2. If contractor fails to meet any of the requirements or has equipment problems it will be the contractor’s responsibility to take care of the problem with NO CHARGE to DLA.

**6. INSPECTION AND ACCEPTANCE**

- 6.1. Performance is determined acceptable by the Contracting Officer Representative (COR) when the following criteria are met:
  - 6.1.1. Actors provided meet casting criteria
  - 6.1.2. Suitable audition space provided
  - 6.1.3. Sufficient material provided to make casting decisions (headshots and resumes or acting reels.
  - 6.1.4. Voiceover narrators appropriate for the content matter
  - 6.1.5. Voiceover narrators delivering studio quality recorded files to DLA.
- 6.2. Performance is determined unacceptable by COR when any of the above listed criteria are not met.

**7. PERIOD OF PERFORMANCE**

- 7.1. The period of performance for this contract will be one year from date of award.
- 7.2. Base Period of One Year and Four (4), 12-month periods:
  - 7.2.1. Option 1:
  - 7.2.2. Four (4) On Camera Narrators—for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is 4 (Four) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
  - 7.2.3. Nine (9) On Camera principals-- for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is Four (4) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
  - 7.2.4. Ten (10) Voiceover Narrators to record voiceovers for DLA video productions. Narrator to

record voiceover in their own studio or at an audio production facility in the Washington, DC area. Audio production facility will be coordinated by DLA producer. If narration record takes place at narrator's facility DLA producer will listen to the session over the telephone; and attend session if it is held at a facility.

- 7.2.5. Three (3) four (4) hour casting sessions, contractor provides audition venue-- Arrange casting call to be held at contractor provided space. Audition space must be within a 35 miles radius of DLA HQC, Ft. Belvoir, VA. A DLA producer will attend the casting call.
- 7.2.6. Five (5) one-hour Voiceover retake sessions. If narration record takes place at narrator's facility, DLA producer will listen to the session over the telephone. If session is held at audio facility DLA producer will attend in person.
- 7.2.7 10 (Ten) Background actors in lieu of On Camera Principals-- for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is Four (4) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.

### 7.3. Option 2

- 7.3.1. Four (4) On Camera Narrators—for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is 4 (Four) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 7.3.2. Nine (9) On Camera principals-- for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is Four (4) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 7.3.3. Ten (10) Voiceover Narrators to record voiceovers for DLA video productions. Narrator to record voiceover in their own studio or at an audio production facility in the Washington, DC area. Audio production facility will be coordinated by DLA producer. If narration record takes place at narrator's facility DLA producer will listen to the session over the telephone; and attend session if it is held at a facility.
- 7.3.4. Three (3) four (4) hour casting sessions, contractor provides audition venue-- Arrange casting call to be held at contractor provided space. Audition space must be within a 35 miles radius of DLA HQC, Ft. Belvoir, VA. A DLA producer will attend the casting call.
- 7.3.5. Five (5) one-hour Voiceover retake sessions. If narration record takes place at narrator's facility, DLA producer will listen to the session over the telephone. If session is held at audio facility DLA producer will attend in person.
- 7.3.6 Ten (10) Background actors in lieu of On Camera Principals-- for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is Four (4) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.

#### 7.4. Option 3

- 7.4.1. Four (4) On Camera Narrators—for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is Four (4) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 7.4.2. Nine (9) On Camera principals-- for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is Four (4) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 7.4.3. Ten (10) Voiceover Narrators to record voiceovers for DLA video productions. Narrator to record voiceover in their own studio or at an audio production facility in the Washington, DC area. Audio production facility will be coordinated by DLA producer. If narration record takes place at narrator's facility DLA producer will listen to the session over the telephone; and attend session if it is held at a facility.
- 7.4.4. Three (3) four (4) hour casting sessions, contractor provides audition venue-- Arrange casting call to be held at contractor provided space. Audition space must be within a 35 miles radius of DLA HQC, Ft. Belvoir, VA. A DLA producer will attend the casting call.
- 7.4.5. Five (5) one-hour Voiceover retake sessions. If narration record takes place at narrator's facility, DLA producer will listen to the session over the telephone. If session is held at audio facility DLA producer will attend in person.
- 7.4.6. Ten (10) Background actors in lieu of On Camera Principals-- for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is Four (4) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.

#### 7.5. Option 4

- 7.5.1. Four (4) On Camera Narrators—for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is Four (4) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 7.5.2. Nine (9) On Camera principals-- for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is Four (4) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 7.5.3. Ten (10) Voiceover Narrators to record voiceovers for DLA video productions. Narrator to record voiceover in their own studio or at an audio production facility in the Washington, DC area. Audio production facility will be coordinated by DLA producer. If narration record takes place at narrator's facility DLA producer will listen to the session over the telephone; and attend session if it is held at a facility.
- 7.5.4. Three (3) four hour casting sessions, contractor provides audition venue-- Arrange casting call to be held at contractor provided space. Audition space must be within a 35 miles radius of DLA HQC, Ft. Belvoir, VA. A DLA producer will attend the casting call.
- 7.5.5. Five (5) one-hour Voiceover retake sessions. If narration record takes place at narrator's

facility, DLA producer will listen to the session over the telephone. If session is held at audio facility DLA producer will attend in person.

- 7.5.6 Ten (10) Background actors in lieu of On Camera Principals-- for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is Four (4) hours or less. Talent will provide business clothes or casual clothes as required by video shoot. (End of Statement of Work)

## **8.0 CASTING: TECHNICAL EVALUATION REQUIREMENTS**

8.1 Performance is determined acceptable by the Contracting Officer Representative (COR) when the following criteria are met:

8.1.1. Actors provided meet casting criteria

8.1.2. Suitable audition space provided

1.1.1. Sufficient material provided to make casting decisions (headshots and resumes or acting reels.

1.1.2. Voiceover narrators appropriate for the content matter

1.1.3. Voiceover narrators delivering studio quality recorded files to DLA.

1.2. Performance is determined unacceptable by COR when any of the above listed criteria are not met.

1.3. CASTING VENDOR EXPERIENCE--Casting contractor shall be an official member of the Casting Society of America (CSA) and have five (5) or more years of proven experience in casting professional and corporate videos.

(End of Statement of Work)

### **General Instructions:**

In order to be deemed technically acceptable, the offeror must be an official member of the Casting Society of America (CSA) and have five (5) or more years of proven experience in casting professional and corporate videos. The offeror must provide proof of membership and include five years of experience in casting professional and corporate videos.